

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0522***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: SURVEY INSTRUMENT TECHNICIAN**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform technical work functions associated with surveying property and roads, gathering data for design of projects, and assisting in field design of drainage projects.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Provides direction, guidance and assistance to workers as assigned; assigns and evaluates work.

Conducts land surveys to determine precise location and measurements of points, elevations, lines, areas, and contours.

Sets up, programs, calibrates, and operates electronic field-to-finish data collection unit; sets up and operates automatic compensated level in closed loops to assure accuracy in vertical control.

Collects survey data; measures distances and heights, reads elevations, and calculates grades; locates necessary points, benchmarks, and property corners; marks points of measurement; measures distance between survey points; places stakes at designated points and drives stakes into ground; cuts/clears brush/trees from line of survey; maintains records.

Collates, preserves, and presents all necessary information for design of projects.

Assists in field design of drainage projects.

Downloads field-collected data to office computer to enable office staff to design proposed projects.

Operates a variety of machinery, equipment and tools associated with department activities, which may include a utility vehicle, electronic data collector, field-to-finish survey instruments, automatic compensated level, level rod, plumb bob, measuring tapes, claw hammer, sledgehammer, shovel, pick, hook, and brush-cutting tools.

Performs general maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting/testing equipment, replacing fluids, sharpening tools, cleaning equipment, and cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Transports, loads and unloads equipment and materials used in projects; transports workers to/from work sites.

Checks/maintains stock of equipment, tools and supplies on vehicles for use at work sites.

Prepares or completes various forms, reports, correspondence, sewer cut sheets, sketches, field notes, or other documents.

Receives various forms, reports, correspondence, sewer cut sheets, legal descriptions, tax maps, aerial maps, surveys, blueprints, architectural drawings, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes computer-aided design or other software programs.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by one (1) to two (2) years previous experience and/or training involving surveying; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Driver's License.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, traffic hazards, toxic agents, violence, or uneven terrain.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.